



# Anatomy of a Project: Range of Architectural Services

As the owner, you will find it helpful to review this chart with your architect to acquaint yourself with the various phases of design and construction and the services available for each. With that knowledge, you will be able to work with your architect to select services that meet your needs.

This chart lists types of services offered by architects. The chart groups services under seven broad classifications that track the possible phases of a project as described in AIA Document B163, Standard Form of Agreement Between Owner and Architect for Designated Services. This agreement contains an expansive listing of available services and allows the parties to identify in detail the specific services required for a given project.

## *Project Administration & Management Services*

- Project Administration
- Disciplines Coordination/Document Checking
- Agency Consulting/Review/Approval
- Owner-Supplied Data Coordination
- Schedule Development/Monitoring of the Work
- Preliminary Estimate of Cost of the Work
- Presentation

## *Pre-design Services*

- Programming
- Space Schematics/Flow Diagrams
- Existing Facilities Surveys
- Marketing Studies
- Economic Feasibility Studies
- Project Financing

## *Site Development Services*

- Site Analysis and Selection
- Site Development Planning
- Detailed Site Utilization Studies
- On-Site Utility Studies
- Off-Site Utility Studies
- Environmental Studies and Reports
- Zoning Processing Assistance
- Geotechnical Engineering
- Site Surveying

## *Design Services*

- Architectural Design/Documentation
- Structural Design/Documentation
- Mechanical Design/Documentation
- Electrical Design/Documentation
- Civil Design/Documentation
- Landscape Design/Documentation
- Interior Design/Documentation
- Special Design/Documentation
- Materials Research/Specifications

## *Bidding or Negotiation Services*

- Bidding Materials
- Addenda
- Bidding/Negotiation
- Analysis of Alternates/Substitutions
- Special Bidding
- Bid Evaluation
- Contract Award

## *Contract Administration Services*

- Submittal Services
- Observation Services
- Project Representation
- Testing & Inspection Administration
- Supplemental Documentation
- Quotation Requests/Change Orders
- Contract Cost Accounting
- Furniture & Equipment Installation Administration
- Interpretations and Decisions
- Project Closeout

## *Post contract Services*

- Maintenance and Operational Programming
- Startup Assistance
- Record Drawing
- Warranty Review
- Post contract Evaluation